

Relocation Services (RS) Intern

Position Summary

The selected intern works as a direct assistant to the Relocation Services Director. Working with large multinational corporations, each year our relocation services department relocates more than 150 employees and families to the Indianapolis area from countries around the globe. This intern is directly responsible for many of the day-to-day tasks essential to the relocation process. They also work as a Project Manager for specific projects assigned by the Relocation Services Director. They help with assignments that include creating materials, marketing research, revising materials for OPIE and COPE cross-cultural trainings, and analysing program costs.

Intern Position Responsibility	Desired Learning Outcomes
<ul style="list-style-type: none"> • Assists... <ul style="list-style-type: none"> ○ Updating Relocation Services Pricing Menus and Handbook ○ Booking hotels, chauffeur service, and rental cars for RS clients ○ Scheduling appointments for RS clients ○ Creating Itineraries for RS clients ○ Purchasing Cell Phones for clients, Welcome Package preparation and delivery 	<ul style="list-style-type: none"> • Understanding of... <ul style="list-style-type: none"> ○ The Relocation Services Department and Industry ○ Research Tools to obtain this information • Develop... <ul style="list-style-type: none"> ○ Effective research skills ○ Organization skills ○ Problem Solving skills ○ Communication skills to correspond effectively to different entities and across cultural barriers
<ul style="list-style-type: none"> • Researching current local events to inform RS clients • Inform RS clients of important national holidays, cultural differences • Develop and edit newsletters on this research to send out to RS clients • Contacting Vendors for Indiana informational materials 	<ul style="list-style-type: none"> • Understanding of... <ul style="list-style-type: none"> ○ US American cultural differences ○ Current seasonal events • Be able to... <ul style="list-style-type: none"> ○ Research ○ Summarize ○ Write and edit short articles
<ul style="list-style-type: none"> • Shadows... <ul style="list-style-type: none"> ○ Relocation Specialist as they give an orientation tour 	<ul style="list-style-type: none"> • Understanding of... <ul style="list-style-type: none"> ○ How to interact with clients ○ How to orient clients to the city ○ How we meet our program objective with our clients